



Central Services Division

NOTICE TO BIDDERS  
PROPOSAL AND CONTRACT  
SPECIAL PROVISIONS  
FOR

TREE TRIMMING AND  
REMOVAL SERVICES  
**RFQ 01182018**

Release Date: January 18, 2018

Submittal Deadline: February 9, 2018

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## **1.0 Introduction**

### **1.1 Proposed Solicitation**

The purpose of this Request for Qualifications is to establish a 3-year pool of qualified contractors for tree trimming and removal services. The City anticipates entering into multiple contracts that can be called to quote projects on an as needed basis. The period covered by this RFQ will be March 12, 2018 to March 12, 2021 with an option to renew for an additional two years or until March 12, 2023.

### **1.2 General Information about the City**

The City is located in Placer County, California. It is the northernmost of the South Placer County communities. It lies between Interstate 80 and Marysville along State Route 65, in the California foothill region.

The City was first incorporated in 1890. It has a five-member council and a City Manager. The five members of the City Council are elected at-large and they serve staggered four-year terms, with the Mayor being rotated annually among the Council Members. The Council meets on the second and fourth Tuesday of each month.

The vendor's principal contact with the City will be John Lee, or a designated representative, who will coordinate assistance to be provided by the City to the vendor. City Hall is located at 600 Sixth Street, Lincoln, California 95648. The telephone number is (916) 434-2400.

### **1.3 Questions Related to RFQ**

All procedural questions relating to the RFQ shall be directed to John Lee at [john.lee@lincolncalifornia.gov](mailto:john.lee@lincolncalifornia.gov)

## 2.0 Instructions

### 2.1 Purpose

The purpose for this Request for Qualification (RFQ) is to provide interested vendors the necessary information for preparing documentation for a Tree Trimming & Removal Pool of Vendors that will meet the City's specific needs. It is the intent of the City to establish the Pool to run for three consecutive year's.

### 2.2 Proposed Submission

2.2.1 Each RFQ shall be delivered via US Mail, in person, or express courier to the attention of the City Clerk. Responders shall submit 4 paper copies of the Response to this RFQ in a sealed envelope clearly marked **Tree Trimming and Removal Services RFQ** to the location specified below:

City of Lincoln  
Attn: City Clerk  
RE: Tree Trimming and Removal Services RFQ  
600 Sixth Street  
Lincoln, CA 95648

The City Clerk shall receive quotes no later than **3:00 PM, Friday, February 9, 2018**. Submissions after this deadline will not be accepted. **RFQ's will not be accepted by facsimile or electronic mail.**

2.2.2 Each quote shall include a letter of transmittal, not to exceed one page in length, signed by an authorized representative of the vendor. This letter of transmittal must state the names of the individual(s) authorized to negotiate with the City and sign contracts on behalf of the vendor.

2.2.3 Firms interested in responding to this RFQ must submit the information listed in section 4.0.

2.2.4 The City intends to award placement in the Pool of Vendors to the firm(s) that best meet the qualifications. The City reserves the right to reject any responses that are not responsive to the RFQ.

### 2.3 Terms of Response

This Proposal and contract for services, upon acceptance hereof by City, shall commence on a date to be determined by the City. Submission of a response signifies that the proposed services and prices are valid for the duration of the period covered by the RFQ, and that the quoted prices are genuine and not a result of collusion or any other anti-competitive activity.

## **3.0 Conditions and Requirements**

### **3.1 Right to Request Additional Information**

During the evaluation process, the RFQ Team and the City reserve the right, where it may serve the best interest of the City, to request additional information and clarification from vendors. At the discretion of the RFQ Team and the City, vendors submitting qualifications may be requested to make oral presentations as part of the evaluation process.

### **3.2 Right to Reject Any or All Qualifications**

The City reserves the right to reject any or all Qualifications, to waive technicalities or formalities, and to accept any Qualification deemed, in the best interest of the City.

### **3.3 Contracts**

It is recognized that the formal basis of any agreement between the City and the vendor is a contract rather than a Qualification. In submitting an RFQ, vendors must indicate that they are prepared to complete a contract containing all the information submitted in their RFQ. The RFQ will become part of the contract between the City and the successful vendor(s). If the vendor(s) has a specific contract that they wish to use, the vendor(s) must submit a sample along with the RFQ.

### **3.4 Rights to Submitted Materials**

All qualifications, inquiries, responses, or correspondence related to or in reference to this RFQ, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the vendor will become property of the City and a matter of public record.

### **3.5 Proposal Interpretations and Addenda**

Any changes to this RFQ by the City will be sent to each vendor or individual to whom an RFQ has been sent. Such changes become an integral part of the RFQ for incorporation into any contract awarded pursuant to the RFQ. It is the responsibility of all vendors to check the website for possible addendums to the RFQ.

### **3.6 Undue Influence**

The vendor declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City in connection with the award or terms of the Agreement that will be executed as a result of this RFQ, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City will receive compensation, directly or indirectly, from the vendor, or from any officer, employee or agent of the vendor, in connection with the award of the Agreement or any work to be conducted as a result of the RFQ. Violation of this Section shall be a material breach of the Agreement/Contract entitling the City to any and all remedies by law or in equity.

### **3.7 Non-Discrimination**

The City maintains various policies related to contractual service providers. Among these is an anti-discrimination policy, which requires that our contractors not discriminate in hiring on the basis of age, gender, race, religion, sexual orientation, or medical condition. Upon acceptance of a proposal, the City may request that the selected vendor sign a statement affirming their compliance with this policy.

### **3.8 Sexual Harassment**

As a vendor with the City of Lincoln, you are expected to comply with the City's Sexual Harassment policy. Should you have any questions regarding this policy please contact John Lee, at [john.lee@lincolncalifornia.gov](mailto:john.lee@lincolncalifornia.gov)

## **4.0 Vendor Quote Format**

To assist the City in its evaluation of submitted qualifications, it is **required** that each qualification adheres to the following format:

### **4.1 Letter of Transmittal**

In the Letter of Transmittal, the vendor shall describe their understanding of the work to be performed and why the vendor is the best qualified to perform the services requested. This letter of transmittal must state the names of the individual(s) authorized to negotiate with the City and sign contracts on behalf of the vendor.

### **4.2 Vendor Summary Sheet**

Submit a completed Vendor Summary Sheet (see Appendix A).

### **4.3 References**

Provide contact information for at least three references (see Appendix B).

## **5.0 RFQ Schedule**

The anticipated schedule for certifying qualifications for the Pool of Vendors is shown below:

<b>Event/Activity</b>	<b>Date</b>
Distribution of RFQ	January 18, 2018
Final Date for Receipt of RFQ's	February 9, 2018 @ 3:00 PM
Evaluation & Review	February 12 – February 14, 2018
Notice of Intent sent to Vendors	February 15, 2018
City Council Review	March 27, 2018
Notification to Vendors of Acceptance into Pool	March 28, 2018
Service Begins	March 28, 2018

### **5.1 Distribution of RFQ: January 18, 2018**

The RFQ will be mailed to prospective vendors on Wednesday, January 17, 2018 and sent via electronic mail on January 18, 2018.

### **5.2 Final Date for Receipt of RFQ's February 9, 2018 @ 3:00 PM**

**5.3 Evaluation & Review:** The RFP team will evaluate proposals from February 12 through February 14, 2018.

**5.4 Notice of Intent sent to vendors:** A notice will be sent to vendors regarding preliminary selection results on February 15, 2018.

**5.5 City Council Approval:** The staff report will be submitted to the City Council for approval on March 27, 2018.

**5.6 Notification to Vendors of Acceptance into the Library Materials Pool of Vendors.**

The successful vendor(s) will be notified by March 28, 2018.

### **5.7 Service Begins**

Service will commence on March 28, 2018

## **6.0 Scope of Services**

The City of Lincoln Public Works Department is seeking experienced and responsible contractors to perform as needed tree trimming and removal services within the boundaries of the City of Lincoln.

It is the goal of the Public Works Department to enlist the services of a Contractor(s) who shall:

1. Perform tree trimming and removal services as required within the City Limits.
2. Be responsible for all lane closures, including signage, barricades and warning devices necessary to complete work in a safe manner.
3. Provide stump-grinding service.
4. Supply necessary labor, tools and equipment required to perform services in a professional manner.
5. Employ certified Arborist(s) who shall:
  - a. Evaluate trees and make recommendations to Public Works;
  - b. Supervise trimming and removal of trees as directed by the project manager.

### **A. SPECIFIC REQUIREMENTS / VENDOR QUALIFICATIONS**

1. Vendor minimum qualification criteria include, but are not limited, to the following:
  - a. Shall be licensed and bonded;
  - b. Shall have experience working in areas with public traffic;
  - c. Shall respond to Public Works emergency requests within two (2) hours' notice;
  - d. Shall be regularly and continuously engaged in the business of providing tree trimming and removal services and possess a minimum of three (3) years' experience in performing similar projects of scope and size including experience with trees posing an imminent threat to structures;
  - e. Shall have the ability to remove trees up to 96" DBH and 200' high;
  - f. Shall have the ability to work with City personnel to achieve the best results for each project;
  - g. Contractor(s) shall possess all permits, licenses and professional credentials necessary to perform Services specified under this RFQ; and
  - h. Contractor(s) shall employ certified Arborist(s) who shall supervise all work performed for the City.
2. Specific Requirements – Contractor's Services shall:
  - a. Be in compliance with applicable federal, state and local laws and regulations.
  - b. It is desirable, but not required, that Certified Tree Workers employed by the Contractor participate in all Services.
  - c. Services shall be performed in a manner to protect tree health and growth.



- d. Services will be performed with particular attention to the following:
    - 1. At City's request, contractor shall provide an estimate of trees' value before cutting is to begin;
    - 2. All tree removal shall be done in a manner to protect surrounding property, vegetation, etc.;
    - 3. Tree trunks shall be removed to ground level, or to a specific height as directed by the project manager; and
    - 4. Stumps shall be ground as directed by the Project Manager.
    - 5. At City's request, contractor shall spray elm trees to kill the elm beetles
  - 3. Include the arrival on site, with twenty-four (24) hours' notice from the Project Manager, under normal conditions, of an aerial lift, operator and crew. Once a job is started, all work shall be completed in a timely manner without delay to the satisfaction of the City representative.
  - 4. Include the arrival on site, with two (2) hours' notice from the Project Manager, under storm and/or emergency conditions, as determined by the Project Manager, of and aerial lift, operator and crew. The City will be considered a first priority customer under these conditions.
  - 5. Comply with quarantine regulations set by the California Department of Food and Agriculture (CDFA); work with the City to determine any restrictions or compliance requirements.
  - 6. Include the right of the Project Manager to modify or suspend any work assignment for any reason, including adverse weather conditions, at no cost to the City.
  - 7. Include the right to use alternative contractors at any time for any reason.
  - 8. Be guaranteed for a period of one (1) year.
  - 9. Having an Arborist(s) on staff for purposes of evaluating the health of trees to make recommendations as to whether a tree should be pruned, removed or preserved.
  - 10. Include training City staff as necessary.
- B. EQUIPMENT AND SAFETY SPECIFICATIONS**
- 1. Contractor(s) shall supply all labor and equipment necessary to appropriately and safely complete the required task;
  - 2. Contractor(s) shall ensure Services are performed safely and in accordance with all applicable federal, state, and local laws and regulations.
  - 3. Chain saws used by contractor(s) shall be maintained in good operable condition throughout Contractor's term of service. The chain saws shall be of sufficient size and design for the task;
  - 4. All equipment shall be suitable, appropriate and properly maintained by the

- contractor(s) while performing Services; and
5. Personnel shall be experienced and trained to safely operate equipment to perform Services.
- C. Contractor(s) shall perform Services with minimal obstruction and inconvenience to the public, and shall begin no project that cannot be performed without regard for the rights of the public.
- D. Contractor(s) shall provide and maintain fences, barriers, directional signs, lights and flag person as are necessary to give adequate warning to the public at all time of any dangerous conditions to be encountered as a result of work.
- E. It is understood that owner/operators are not required to follow the same safety rules administered by the Department of Labor and Industries. However, by submission of an RFQ, it shall be expressly understood that due care shall be exercised at all times to maintain a safe environment. Anytime an owner/operator hires an employee, that employee will be required to follow all pertinent safety rules. Owner/Operators shall maintain the minimum insurance requirements of Attachment C.
- F. The Project Manager may order Contractor(s) to stop work whenever any safety violation is observed and/or evidenced. The Contractor(s) shall comply with the stop work order and shall not resume work until the safety violation is corrected to the satisfaction of the Project Manager. Contractor(s) shall not be entitled to any compensation for time during the period of work stoppage.
- G. Identification and location of all utility or power lines are the responsibility of the Contractor(s). The Contractor(s) shall:
1. Proceed with sufficient caution to preclude damaging any utilities known or unknown. In the event unidentified utilities are encountered, the Contractor(s) shall notify the Project Manager immediately.
  2. In the event utilities are damaged during tree trimming or removal process, temporary services and/or repairs shall be made immediately, at the Contractor's expense, to maintain continuity of services and permanent repairs shall be made in a timely manner at Contractor's expense.
  3. Any damage caused by Contractor(s) shall be repaired or replaced at Contractor's expense.

**Appendix A**  
**Vendor Summary Sheet**

Vendor Name: \_\_\_\_\_

Vendor Parent or Ownership: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Vendor Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

*Management person responsible for direct contact with the City and the services required for this Request for Proposal (RFP):*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

EMAIL Address: \_\_\_\_\_

*Person Responsible for day-to-day servicing of the account:*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

EMAIL Address: \_\_\_\_\_

Background and Qualifications: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_

**Appendix B**

**References**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
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Telephone Number \_\_\_\_\_  
Comments \_\_\_\_\_  
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